



Modules

Filling out forms

This topic will develop students' ability to fill out simple forms

This topic is made up of two parts. You can present them one at a time or follow on depending on the needs of your students and the time you have available.

Learning Intentions

When students have finished this topic, they will know:

- the language requirements of filling out a simple form
- how to fill out personal details on a tax file number declaration form

They will learn these skills by:

- watching a presentation
- completing an online activity

| | What the students will do | What you will need before you start |
|--|--------------------------------------|---|
| Part 1 'What is a form?' | Watch presentation | <ul style="list-style-type: none"> • Computer with internet connection to show presentation • Copy of graphic organiser for each student • Blackboard, whiteboard or butcher's paper |
| Part 2 'How do I fill out a tax file declaration form?' | Watch presentation Class activity | <ul style="list-style-type: none"> • Computers for each student to complete activity |

Word List

form = ‘form’ is short for ‘formatted document’. People (or businesses or governments) create forms when they need the same kinds of information about lots of different people. Forms contain questions and statements and places for you to write in blank spaces. Almost all forms ask for your name, address and phone number and many ask for your date of birth and other information as well. Some forms are given out as pieces of paper and others are found online.

tax file number = everyone who earns an income (some money) needs to pay tax. The government keeps track of this by giving everyone a ‘tax file’ number. If you don’t have a tax file number, you need to pay more tax. Having a tax file number saves you money.

declaration = a declaration is a statement that is said to be ‘true’. If you sign a declaration, you are saying ‘This is true’. There are penalties for giving wrong information in a declaration. They are legal documents.

Part 1: What is a form?

Objective – What do we want the students to know?

Students will learn how to fill in a tax file number declaration form.

Overview – How will they learn this?

Students will watch a presentation explaining what a form is. This will identify the features of a tax file number declaration form

Resources – What will I need?

- Computer with internet connection to show presentation
- Copy of graphic organiser for each student
- Blackboard, whiteboard or butcher's paper

Lesson plan – What do I need to do?

1. Introduce students to today's lesson:
What: what a form is.
How: watch a presentation that explains the parts of a tax file number declaration form
Why: we have to fill out forms all the time as adults, to get money, jobs or other services. Knowing how to fill one in makes this easier
2. Hand out copies of the graphic organisers to each student.
Students can complete in small groups or individually, depending on literacy level.
3. Show students the presentation.
4. Go through the parts of the form as a class, identifying what has to be written in each part. Students may need to practice this before doing the activity in Part 2.
5. Summary: forms are one important way that employers, government and other organisations can collect and look after important personal information from and for you.

Part 2: How do I fill out a tax file declaration form?

Objective – What do we want the students to know?

Students will learn how to fill out a tax file declaration form.

Overview – How will they learn this?

Students will work through an online activity. First they will watch some video clips that explain how to fill out the different sections of a form. Then they will have a go at filling out a copy of the form from the presentation.

Note:

Students who have already filled in a tax file number declaration form or have sufficient written language skills to fill in the form without help have the option at the start to choose to fill in the form without support.

Resources – What will I need?

- Computers for each student to complete activity
- Tax file declaration form digital activity on the website

Lesson plan – What do I need to do?

1. Introduce students to today's lesson:
What: how to fill out a tax file declaration form
How: complete a digital activity
Why: you have to fill in a tax file number declaration form any time you are paid to work. Knowing how to fill one in makes this easier to do.
2. Introduce the activity: tell students that they will fill in an online version of a tax file declaration form. If they have already filled one in successfully, they can simply fill one out online and complete the activity. Students who are unfamiliar with the form

- will work through the activity, where they will be shown how to fill out each section of the form and then have a go themselves.
3. Explain that a tax file number declaration form is a form all people have to fill out when they start work. Tax is taken from people's wages each time they are paid and the tax file number declaration form makes sure employers take the correct amount out.
 4. Show students the start of the presentation where they can choose to just fill out the form or follow the instructions. Click on the instructions option and show students the first part and how the short clip shows them what to put in the first section of the form and then they are asked to add their details to that section of the form.
 5. Students work individually on the activity. At the end, students can then print out a copy of the form and give it to the teacher for review. Teacher reviews form and gives student feedback if needed.